

<u>Start</u>	<u>1 Year</u>	<u>3 Years</u>	<u>5 Years</u>
\$16.12	\$17.48	\$19.06	\$19.86

## DISPATCHER

### GRANT COUNTY - SHERIFF'S DEPARTMENT

*WPPA Union applicants meeting requirements of Article 10 of the union contract have preference.*

This full-time benefit position performs a variety of duties connected with the operation of Sheriff's Department Communications Center and the County Jail.

**MINIMUM QUALIFICATIONS:** Graduation from high school or high school equivalency diploma; technical training in telecommunications / radio preferred; possession of an associates degree in police science desirable. Experience in law enforcement radio or telephone communications dispatching preferred; ability to type 35 words per minute desirable. Note: All appointees must successfully complete the Transaction Information Management Enforcement (T.I.M.E.) systems training during the probationary period. Equivalent combinations of job related education and experience may be considered

A [Grant County application for employment](http://www.co.grant.wi.gov) and [job description](#) may be obtained at [www.co.grant.wi.gov](http://www.co.grant.wi.gov) or the Grant County Personnel Department (608)723-2540. **Application must be on file, completely filled in, no later than 4:00 p.m. on August 6, 2010 to:**

**Grant County Personnel**  
111 S. Jefferson St.  
Lancaster, WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

## **GRANT COUNTY JOB DESCRIPTION**

**TITLE:** Dispatcher

**DEPARTMENT/ AGENCY:** Sheriff Department

**IMMEDIATE SUPERVISOR:** Lead Dispatcher, Captain and Duty Sergeant

**PAY RANGE:** Union Scale - WPPA

**FLSA:** Non-exempt

### **NATURE OF WORK**

This position performs a variety of duties connected with the operation of Sheriff's Department Communications Center and the County Jail.

### **MINIMUM QUALIFICATIONS**

#### Education:

- Graduation from high school or high school equivalency diploma
- Technical training in telecommunications / radio preferred
- Possession of an associates degree in police science desirable

#### Experience:

- Experience in law enforcement radio or telephone communications dispatching preferred
- Ability to type 35 words per minute desirable

#### Note:

- All appointees must successfully complete the Transaction Information Management Enforcement (T.I.M.E.) systems training during the probationary period
- Equivalent combinations of job related education and experience may be considered

#### Knowledge, Skills and Abilities:

- Knowledge of the boundaries of Grant County
- Knowledge of Grant County roads and highways
- Knowledge of Microsoft office products
- Ability to receive and transmit calls accurately
- Ability to operate a radio network and phone director
- Ability to handle emergency calls quickly and efficiently
- Ability to work under pressure
- Typing ability
- Ability to do mathematical computations
- Ability to learn abstract codes needed to query computers via terminals
- Ability to speak with a clear and distinct voice
- Ability to work in a confined area for an extended period of time
- Ability to spell and write legibly
- Ability to work effectively and harmoniously with others

## **ESSENTIAL FUNCTIONS**

Under direction

- Receive and transmit orders and information to law enforcement, security, emergency, ambulance, health care, firefighting, highway maintenance and/or other organizations
- Establish and maintain radio communications between department staff and emergency field units
- Maintain records and prepare reports
- Process complaints, reports of accidents or violations and refer to proper authorities
- Receive state and federal civil defense calls and relay information to appropriate municipality
- Perform daily testing of communications and other electronic monitoring equipment
- Operate the Transaction Information Management Enforcement (T.I.M.E.) system
- Respond to emergency situations in the law enforcement center
- Perform jailer duties when necessary
- Perform such other duties as may be assigned
- AVAILABILITY TO WORK ANY SHIFT, WEEKENDS OR HOLIDAYS IS REQUIRED

## **SUPERVISION RECEIVED**

General and specific assignments are received and work is performed according to prescribed methods and procedures.

## **SUPERVISION EXERCISED**

None

## **ENVIRONMENTAL FACTORS**

Work in general office setting. Requires extended periods of time entering and retrieving information on a computer. Dexterity in moving, picking up objects and operating office equipment is required.

## **CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 5/18/09